

**CABINET MEETING  
MINUTES**

**Wednesday, March 2, 2022**

**March**

<b>Members</b>	<b>2</b>				
<b>Dr. Orinthia Montague</b>	<b>X</b>				
<b>Beth Carpenter</b>	<b>X</b>				
<b>Dr. Jennifer Brezina</b>	<b>X</b>				
<b>Dr. Emily Short</b>	<b>X</b>				
<b>Karen Mitchell</b>	<b>X</b>				
<b>Nick Bishop</b>	<b>X</b>				
<b>Tami Wallace</b>	<b>X</b>				
<b>Jessica Lewis</b>	<b>X</b>				
<b>Lori Cutrell</b>	<b>X</b>				
<b>Faculty Council Speaker Jennifer James</b>	<b>X</b>				
<b>Professional Staff Council Chair Meredith Young</b>	<b>X</b>				
<b>Staff Council Chair Darrell Rogers</b>	<b>X</b>				
<b>Recorder Karen Waller</b>	<b>X</b>				

**Others in Attendance: Merritt McKinney, Terry Bubb, Erin Bloom**

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION / FOLLOW-UP
<b>College Steering Committee Recommendations (Merritt McKinney)</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• On behalf of the College Steering Committee, McKinney presented three proposals/recommendations for approval</li> <li>• Creation of a Distance Learning Committee</li> <li>• Creation of a General Education Committee</li> <li>• Change "Director Distributed Education" to "representative from Distributed Education" on the Computing and Technology Committee</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Motion carried to approve the three recommendations as presented</li> </ul>	<p>Motion carried to approve the three recommendations as presented.</p>
<b>Advising Program Proposal (Erin Bloom &amp; Terry Bubb)</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Reviewed revised proposal for approval (Replacement of the current advising training offered to faculty)</li> <li>• Regularly offered streamlined training and professional development to faculty to ensure they are well-prepared for advising students</li> <li>• Currently have 153 faculty advisers (60 of them have gone through training)</li> <li>• Various levels of training</li> <li>• Level 1 – full-time faculty will have one academic year to complete a combination of live professional development and asynchronous eLearn modules (This level is mandatory)</li> <li>• Level 2 - Faculty will participate in a series of asynchronous modules in eLearn, as well as some in-person professional development opportunities. (This level is optional; an extra step to serve as Master Advisor within their respective Divisions each semester.)</li> <li>• Level 3 - Faculty will enroll in a Graduate Level Course from Kansas State University (paid for by the college). (This level is optional.)</li> <li>• Development of training modules – begin Fall 2022</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Motion carried to approve the proposal with one amendment to include language stating all faculty complete training</li> </ul>	<p>Motion carried to approve the proposal with one amendment to include language stating all faculty complete training.</p>
<b>Holiday Schedule</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Tabled</li> </ul>	<p>Tabled</p>
<b>Employee Awards</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Employee “Excellence Awards” (One selection from Adjunct, Faculty, Professional Staff and Staff)</li> <li>• Information about nominations will go out this month</li> <li>• The Foundation provides the monetary gift received to the recipient. Each recipient will be awarded \$500.00.</li> </ul>	

<p><b>Open Education Resource (OER) Grant</b></p>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Tabled at last week’s meeting to allow time to research data on the impact of past Vol State OERs</li> <li>• Brezina reviewed requested data</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Motion carried to approve submission of grant application as presented at last week’s meeting</li> </ul>	<p>Motion carried to approve submission of grant application as presented.</p>
<p><b>FYI AND ANNOUNCEMENTS</b></p>	<p><b>Discussion:</b></p> <p><b>Dr. Montague</b></p> <ul style="list-style-type: none"> <li>• Spring Commencement – bring back light reception for students after ceremony</li> </ul> <p><b>Mitchell</b></p> <ul style="list-style-type: none"> <li>• Employee Giving Champaign Update</li> </ul> <p><b>Carpenter</b></p> <ul style="list-style-type: none"> <li>• Business Office is down three employees due to resignations; the key positions are in demand with higher wages and the opportunity to work remotely</li> <li>• Food Companies on Campus Update – currently only have on truck that will be coming to campus on Mondays beginning after Spring Break</li> </ul>	
<p><b>ADJOURNMENT</b></p>	<p>There being no further business, the meeting adjourned.</p>	<p>Meeting adjourned at <b>10:20</b> a.m.</p>